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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. As indicated in paragraph 13 of information circular ST/IC/1990/48 of 12 July 1990, following the comprehensive survey of best prevailing conditions of service for staff in the General Service and related categories at Headquarters conducted in 1989, the International Civil Service Commission (ICSC) recommended, and the Secretary-General approved, a revised procedure for effecting interim adjustments of the salary scales between comprehensive surveys. Under this procedure, the net salaries of staff in the General Service and related categories at Headquarters are adjusted by 100 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of August 1991 reflects a 3.9 per cent movement over the August 1990 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 3.9 per cent, with effect from 1 September 1991.

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* Personnel Manual index No. 3120.

3. Pursuant to the procedure approved by ICSC at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $1,056 to $1,104 net per year, with effect from 1 September 1991. The latter amount represents 3 per cent of the average of the lowest and highest net salaries under the New York salary scale (G-1, step I, and S-7, step IX).

4. The amounts of the dependent spouse allowance, of the allowance for the first dependent child of a single, widowed or divorced staff member and of the secondary dependant's allowance and langugage allowance remain unchanged.

5. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end of September 1991 payroll.

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Annex

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS

A. Salary scale for staff in the General Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	44 497	46 398	48 347	50 295	52 244	54 192	56 141	58 089	60 038	61 986	63 934*
(Net)	32 768	34 015	35 262	36 509	37 756	39 003	40 250	41 497	42 744	43 991	45 238
G-6	39 798	41 505	43 211	44 917	46 642	48 402	50 161	51 920	53 680	55 439	57 198*
	29 667	30 793	31 919	33 045	34 171	35 297	36 423	37 549	38 675	39 801	40 927
G-5	35 582	37 082	38 600	40 145	41 691	43 236	44 782	46 338	47 931	49 525	51 119*
	26 836	27 856	28 876	29 896	30 916	31 936	32 956	33 976	34 996	36 016	37 036
G-4	31 849	33 200	34 556	35 912	37 268	38 642	40 039	41 436	42 833	44 230	45 627*
	24 294	25 216	26 138	27 060	27 982	28 904	29 826	30 748	31 670	32 592	33 514
G-3	28 539	29 734	30 930	32 129	33 360	34 591	35 822	37 053	38 292	39 561	40 829*
	21 977	22 814	23 651	24 488	25 325	26 162	26 999	27 836	28 673	29 510	30 347
G-2	25 578	26 646	27 726	28 806	29 886	30 966	32 047	33 159	34 271	35 382*	
	19 896	20 652	21 408	22 164	22 920	23 676	24 432	25 188	25 944	26 700	
G-1	22 947	23 897	24 847	25 797	26 769	27 746	28 723	29 700	30 677*		
	18 002	18 686	19 370	20 054	20 738	21 422	22 106	22 790	23 474		

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child Except for first dependent child of a single, widowed or divorced staff member	1 104 2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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B. Salary scale for staff in the Security Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	60 388	62 803	65 219	67 634	70 050	72 466	74 881	77 297	79 713*				
(Net)	42 968	44 514	46 060	47 606	49 152	50 698	52 244	53 790	55 336				
S-6	55 797	58 048	60 300	62 552	64 803	67 055	69 306	71 558	73 809*				
	40 030	41 471	42 912	44 353	45 794	47 235	48 676	50 117	51 558				
S-5	51 192	53 281	55 370	57 459	59 548	61 638	63 727	65 816	67 905*				
	37 083	38 420	39 757	41 094	42 431	43 768	45 105	46 442	47 779				
S-4	46 506	48 423	50 341	52 258	54 175	56 092	58 009	59 927	61 844*				
	34 084	35 311	36 538	37 765	38 992	40 219	41 446	42 673	43 900				
S-3	43 362	44 820	46 286	47 789	49 292	50 795	52 298	53 802	55 305	56 808	58 311*		
	32 019	32 981	33 943	34 905	35 867	36 829	37 791	38 753	39 715	40 677	41 639		
S-2	38 802	40 121	41 441	42 761	44 080	45 400	46 742	48 103	49 464	50 825	52 186	53 547	54 908*
	29 009	29 880	30 751	31 622	32 493	33 364	34 235	35 106	35 977	36 848	37 719	38 590	39 461
S-1	34 354	35 500*											
	26 001	26 780											

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 104
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3, step XIII at level S-2 and step II at level 1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

C. Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

Level	Steps						
	I	II	III	IV	V	VI	VII*
T-8 (Gross)	55 759	57 761	59 763	61 764	63 766	65 767	67 769
(Net)	40 006	41 287	42 568	43 849	45 130	46 411	47 692
T-7	52 159	54 045	55 931	57 817	59 703	61 589	63 475
	37 702	38 909	40 116	41 323	42 530	43 737	44 944
T-6	48 552	50 322	52 092	53 863	55 633	57 403	59 173
	35 393	36 526	37 659	38 792	39 925	41 058	42 191
T-5	44 982	46 606	48 263	49 919	51 575	53 231	54 888
	33 088	34 148	35 208	36 268	37 328	38 388	39 448
T-4	41 497	42 988	44 479	45 970	47 506	49 044	50 581
	30 788	31 772	32 756	33 740	34 724	35 708	36 692
T-3	38 008	39 388	40 768	42 148	43 529	44 909	46 298
	28 485	29 396	30 307	31 218	32 129	33 040	33 951
T-2	34 621	35 851	37 082	38 323	39 591	40 859	42 127
	26 182	27 019	27 856	28 693	29 530	30 367	31 204
T-1	31 243	32 346	33 471	34 596	35 721	36 846	37 971
	23 870	24 635	25 400	26 165	26 930	27 695	28 460

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 104
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164 net
Second additional language	582 net

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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D. Salary scales for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	31 041	32 432			
	(Net)	23 729	24 694			
Public information assistant II and tour coordinator		33 984	35 535	37 087	38 658	40 256
		25 749	26 804	27 859	28 914	29 969
Tour coordinator/supervisor and briefing assistant a/		38 879	40 953	43 027	45 102	47 213
		29 060	30 429	31 798	33 167	34 536

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public information assistant I	6 months
Public information assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 104
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

a/ Includes briefing assistant as at 1 September 1991.

E. Salary scale for staff in the Language Teacher category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher (Gross)	46 434	48 350	50 266	52 181	54 097	56 013	57 928	59 844	61 759	63 675	65 591
(Net)	34 038	35 264	36 490	37 716	38 942	40 168	41 394	42 620	43 846	45 072	46 298

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 104
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.